



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: June 21, 2013

CITY MANAGER'S OFFICE thru 06/21/2013

Acting City Manager Comments:

Due to the holiday, there will be no trash collection service provided on Thursday, July 4th. Service that would have been provided that day will be provided the following day, Friday, July 5th. Regular Friday servicing will be provided on Saturday, July 6th. (See flyer attached.)

Communication (Lee Lopez, Public Information Officer):

- Posted information about a Deltona Water blood drive and the Waste Pro holiday on Facebook and Twitter and sent out via E-blast system.
- Updated the FLOWMobile flyer.
- Updated the construction projects list on the City home page.
- Posted the agenda and then broadcast the June 17th Commission meeting.
- Shot video of the Brian Petras Trio Music in the Amphitheater concert.
- Posted the Senior Breakfast to Facebook and Twitter.
- E-blasted press release information about the Budget Round Table and the Community Health Expo.
- Working with the Clerk's Office on event signage for July 4th Extravaganza.
- Updated the DeltonaTV schedule and programming—Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing, The American Veteran, VA Weekly News, White House Chronicle, nature/environment programming, UCF programming (Global Perspective, On the Issues, MetroCenter Outlook), for the week of June 23rd.
- Attended IEMC/FEMA Emergency Management Training in Emmitsburg MD, from June 10–13.
- Working on July issue of The Pride
- Preparations underway for the July 4th Fireworks Extravaganza.
- Videotaped sessions for: Deltona Fire Bulletin: Summer Safety (July episode); Deltona Audubon Report: Prepare for Birding Expedition (July episode); Deltona Audubon Report: Birds in Deltona(August).
- Preparing for "2013 Budget Round Table Meeting" for the public, to take place on June 20th.
- Videotaped training session for Deltona Water Call Center staff.
- Recorded and broadcast live the June 17th Commission meeting.

Press Release/s:

- 2013 Budget Round Table Meeting update

Media Relations:

- Responded to an inquiry by *Al Everson/West Volusia Beacon*, as to whether Halifax Health has provided an artist's rendering of the clinic on Saxon (they have not).
- Provided July 4th Fireworks Extravaganza information to the *Hometown News* and the *West Volusia Beacon*.
- Provided information for a photo session of sidewalk construction for the *Daytona News Journal*.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 06/14/2013

Building Services Division:

Building Permits issued for the week.....	67
Valuation of work permitted for the week.....	\$1,123,484
Inspections completed for the week	167
Total Permits issued for Fiscal Year 12/13	2204
Valuation of work permitted for the year 12/13	\$21,564,489
Permits Issued:	
A/C Change Out	17
Building Residential.....	2
Concrete Flatwork.....	1
Electrical	3
Fence.....	15
Garage Door Replacement	1
Garage or Carport	1
Pool Above Ground	4
Pool Enclosure	1
Pool In Ground.....	1
Reroof	9
Right of Way.....	2
Screen Enclosure.....	1
Shed	4
Sign	3
Solar Panel	1
Water Heater Replacement	1
Total	67

Enforcement Services Division:

Requests for services this week	322	
Animals impounded at the humane societies	37	
Citation warnings issued	23	
Courtesy notices	140	
Abatement notices	35	
Citations issued	4	
Code Enforcement telephone calls	193	
Animal Control calls	110	
Solid Waste calls	73	
Citizen walk in requests for Code Enforcement assistance	12	
Citizen walk in requests for Animal Control assistance	11	
Citizen walk in requests for Solid Waste assistance	0	
Properties requiring grass to be cut by contractors	11	(at a cost of \$385)
Certified mailings sent out	46	(at a cost of \$282)
Money collected for Animal tags, liens and return to owners	\$1,204	
Foreclosures for this week: Deltona	16	
County	49	
Total	65	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 06/14/2013

2nd Floor HR/CC Walk-In Customers	36	
2nd Floor calls Answered	20	
Packages Received	43	
Packages Picked Up	0	
A/P Invoices Opened	76	
Newspapers	16	(5.5 hours)
Public Records Requests Received	4	
Public Record Request Amount Received	\$59	
Documents imaged, pages	2,815	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 06/20/2013

- Reviewing Munis Project Accounting and Grant Management Modules for ability to meet department needs of grant tracking and reporting.
- Reviewed applications submitted by Public Works for storm water and reuse water projects for reporting requirements; updated grant tracking spreadsheet.
- Reviewed grant programs available for eco-tourism project.
- Preparing for presentation and discussion at Budget Roundtable event on Thursday, June 20th.
- Working on FY 13/14 City budget.
- Attended Florida League of Cities' Health Care Reform Workshop.
- "Notice to Proceed" issued to Saboungi Construction for renovations to Fire Station 64; work to begin on Monday, June 24th.
- Preparing to do Fire Department inventory the week of June 24th.
- Received final costs for Property and Casualty Insurance; meeting to be scheduled with Selection Committee to review and make recommendation.
- Posted bid for Commercial Real Estate Broker to sell Dupont Lakes Park.
- Attending online class with Next Level Purchasing–Inventory Management and Control to earn points towards purchasing recertifications.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 06/18/2013

Fire Chief Staples:

- Met with VCSO Central Communications to discuss unit dispatching and accurate vehicle tracking.
- Attended the Central Florida Fire Chiefs' Association meeting to discuss changes to the Insurance Services Office (ISO) which have been rolled out; however, Deltona will not be scheduled for a review for another 9 years.
- Presented a proposal to the Commission to purchase a new Impel Engine.
- Attended a July 4th Extravaganza planning meeting.
- Met with Fire Department staff regarding Capital Equipment / Municipal Complex projects.
- Participated in a videotaped interview session regarding Summer Safety tips for Deltona TV.

Chief Rogers:

• Alarm summary 6/11/2013 to 6/17/2013	
Structure fire	0
Vehicle Fire	1
Wild land, grass, trash	0
Misc. Fire	1
ALS Medicals	58
BLS & Misc. Medicals	81
Hazardous Condition	3
Service Calls	8
Good Intent	12
False Alarms	12
TOTAL	179

Deputy Chief Rafferty:

- Attended a Telestaff Committee meeting.
- Attended a 4th of July Extravaganza planning and coordination meeting at City Hall.
- Target Safety Training completed.
- Attended American Heart Association meeting.
- Met with Laerdal regarding the Human Patient Simulator.

Assistant Chief Debose:

- Attended monthly Volusia County Chiefs Training Committee meeting.
- With Chief Swisher, developing a training program the Compressed Air Foam System (CAFS).
- Conducted Joint Occupational Safety and Health Committee meeting with logistics and crew members from each shift.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 06/19/2013

- Performance Evaluations processed: 1
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,500 to date)
- Applications received:
 - (01) Water Operator
 - (00) Public Works Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Processed (25) William S. Harvey Deltona Scholarship check requests.
- Reviewed Health Care Reform webinar with Finance Manager sponsored by TrainHR.
- Resolved (2) United Healthcare claim issues for an employee.
- Background & reference checks for a Utility Customer Service Rep, Public Works Tech, Water Operator Trainee, Wastewater Trainee.
- Coordinated Diabetes Screening event with United Healthcare; 56 employees participated.
- Met with Daytona State College to review ways to market the 'Bachelor of Applied Science in Supervision and Management' Business Program to City employees.
- New job posting for Public Works Tech.
- Processed 1 FMLA request.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 06/15/2013

Administration:

- Met with Pro Chem representative.
- Met with Friends of the Library.
- Met with AMSCO.
- Conducted Citizen Accessibility Advisory Sub Committee meeting.
- Hosted the Concert at the Amphitheater.
- Met with Wiginton Fire Equipment Co. to do quarterly inspections at several park facilities and the Sheriff's Office.
- Hosted the Brazilian National Soccer Team scrimmage game against the Ft. Lauderdale Strikers at Dewey Boster Sports Complex.
- Processed 11 permits for pavilion and field rentals.

Facility Use Permits (06/08/13—06/15/13):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | no permits issued | Weekly attendance – 1,102 |
| • Harris M. Saxon Community Center | 3 permits issued | Weekly attendance – 412 |
| • Wes Crile Park | 2 permits issued | Weekly attendance – 2,985 |
| • Skate Park | 1 new pass | Weekly attendance – 498 |

Special Events/Programs:

- City Hall Commission Chambers: Community Expo, Sat. June 22nd from 10:00 a.m. to 2:00 p.m.
- Deltona Community Center: Senior Breakfast, Sat. July 27th from 8:30 a.m. to 11:30 a.m.
- Harris Saxon Community Center: Boys and Girls Club Summer Camp continues.
- Wes Crile Park: DTA Summer Camp continues.

Parks Maintenance:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.

- Mowed, edged and weed-whacked: Deltona Community Center, Dupont Lakes, Dwight Hawkins, Festival Park, Firefighters Memorial, Harris Saxon, Keysville Dog Park, Lake Gleason, Sheriff's Office, Thornby, Vann Park and Veterans Memorial.
- Manny Rodriguez – Replaced damaged boards on perimeter fence.
- Thornby Park – Completed cutting in the nature trails.
- Picked up supplies at Ace Hardware.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replacing flags, replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, spills, etc.); unclogging various toilets in restrooms on both floors and replacing urinals; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing ceiling tiles throughout the building; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures/notice boards (as requested) throughout City Hall; moving and

replacing cubicle panels, cleaning several refrigerators; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping and washing sidewalks, main entrance and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments, repairing damaged paper towel and toilet paper dispensers; filling vehicles at gas station.

- Escorted Schindler Elevator.
- Escorted Electrical Solutions.
- Repaired signs for Business Assistance Center.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
- Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
- Raked and lined Dupont Lakes.
- Sprayed Vann Park with Roundup.
- Weed-whacked Dupont Lakes, Vann Park and Wes Crile.
- Edged and worked on lip of infield at Shea Field.
- Sports Complex:
 - Mowed fields and outer perimeter, weed-whacked and edged.
 - Fertilized complex and Pony League.
 - Mowed Pony League.
 - Sprayed with Triplex Micro and Rx Supreme.
 - Replaced irrigation valves at Pony League.
 - Set up soccer fields for Brazilian soccer team.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 06/19/2013

Executive Summary:

The Planning and Development Services Department is seeing an increase in potential development activity in the middle of 2013 for the following projects:

- Completed the addition of three residential lots to Live Oaks Estates;
- Completion and dedication of Meadowlark Drive to the City of Deltona;
- Completion of Phase I of the Lake Baton Estates subdivision;
- Platting for the remainder of the Lake Baton Estates subdivision;
- Commencement of development review for the Bella Vista BPUD;
- Commencement of development review for Tractor Supply Company;
- Commencement of a multi-phase commercial retail project along Saxon Boulevard;
- Completion of the Dunkin Donuts project;
- Commencement of the RaceTrac retail store along Howland Boulevard; and
- Completion of the Iglesia Misionera Esclabon de Dios (IMED) project.

Planning:

The Planning Section is monitoring the completion of the Dunkin Donuts site, scheduled to open this year. Staff received an updated Final Site Plan for the IMED project and staff is reviewing the plan set to determine whether the comments from the Development Review Committee meeting in April of 2012 were addressed. The site is located at 2745 Lake Helen Osteen Road and has a Conditional Use approval that runs through January 2014.

Phase II-A of the Land Development Code Amendments (Ordinance No. 06-2013) was approved by the City Commission on Monday night and staff is beginning Phase II-B of the Code revisions. Given the levels of discussion by the City Commission at workshops, staff will focus efforts on further streamlining the development review process to add value (both financially and on a project schedule). Finally, DR Horton met with the City concerning Lake Baton Estates and is preparing to Final Plat the remainder of the project.

Housing & Community Development:

The Housing and Community Development Section sold the home located at 3230 Tallwood Drive within the NSP 1 program. This is a significant milestone because the home was sold to a Very Low Income applicant, the home sale goes towards the reduction of Program Funds, and this is the 50th home sold in the original NSP 1 program to achieve a 94% completion ratio of the original NSP 1 program. Also, there is a contract on the home at 1285 Fieldstone Avenue to a Very Low Income applicant. Finally, Resolution No. 2013-15 was approved by the Commission to establish the Affordable Housing Advisory Committee (AHAC). The new AHAC is established for a three year period and will review the Local Housing Assistance Plan (LHAP), the Housing Element of the Comprehensive Plan, the Operations and Procedures Manual for the NSP program, and other affordable housing related strategies.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 06/14/2013

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 11 sign repair work tickets in the City.
 - Fabricated and installed 3 new street name signs.
 - Fabricated 15 18"x 24" "No Trespassing" signs for Stormwater Department.
 - Fabricated (9) 18"x 24" signs that say "Field 1" thru "Field 9" for Parks & Recreation.
 - Fabricated one 18"x 24" sign for location of fields for Parks & Recreation.
 - Restarted reflectivity program in sector 1.
- **Asphalt:**
 - Completed 10 asphalt repair tickets – 2.5 tons.
 - 954 Vivian – repaired rod from water main brake for Deltona Water – 1.5 tons.
- **Speed Trailer:** 2609 Tansboro – removed speed trailer.
- **Message Boards:**
 - Providence Blvd & Eustace and Providence Blvd & City Hall – installed and programmed message board for jazz concert (stormwater message boards).
 - Saxon & Normandy N and Graves & Eustace – installed and programmed message boards for budget meeting.
- **Thermoplastic Striping:**
 - 24" white stop bar – 12'; 13'; 12' 30'.
 - 12" white crosswalk – 50'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Providence, Normandy, Howland, and Elcam Blvds – routine maintenance.
 - City Land: 1049 Falcon; 117 Hastings; 3280 Dellbrook; 1787 Ft Smith.
 - City Signs: Howland Blvd; Saxon Blvd.

- **Concrete:**
 - Sidewalk repairs – 746 Cloverleaf – 30'x 5'; Canal & 2037 Howland – 4'x 4'.
- **Clam Truck:**
 - Debris – 13
 - Trimming – 9
- **Slope Mowing:** 1088 N Harbor – 200'; 1881 Cooper – 240'; 1842 Cooper – 800'; S Old Mill & Cooper – 100'.
- **Drop Offs and Sod Installation:** 2518 Scottsville – repaired drop off and installed 1 pallet of sod.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 2 | Repairs – 10 |
| • Equipment | PM – 4 | Repairs – 24 |
| • Fire Dept Station Checks | 25 | |
| • Road Calls | 6 | |
| • Parts Run/Vehicle Delivery | 4 | |
| • CDL Testing | 1 | |

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 933 Union Cir – installed 160' of 24" HDPE sock pipe; 2 nyloplast basins; dug out and formed up 3 driveways; 4 nyloplast basins and poured back with concrete; reshaped the swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Ditches mowed – 1309 Lodge Ter; 1750 Johnson Ct; 625 Leland Dr; 3252 Roland Dr; 1040 Eastbrook Ave; 1041 Eastbrook Ave; 738 Leeward Dr; 761 Red Coach Dr.
 - Ponds mowed – 3692 Ronda Dr; Ft Smith & Normandy Blvd.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Haulover Blvd; Captain Dr; Newmark Dr; Catalina Blvd; Elkcam Blvd; Courtland Blvd; Half of Normandy Blvd.
 - Sectors mowed – 16; 17; 18; 19; 20; 21.
 - Alleys mowed – 171; 172; 484; 485; 498; 570; 740; 1159.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Tivoli Dr; Catalina Blvd; Captain Dr; Haulover Blvd; Courtland Blvd; Normandy Blvd; Anderson St; Cloverleaf Blvd; Deltona Blvd.
- **Miscellaneous:**
 - 201 Howland Blvd – sprayed the weeds in the back yard of the Public Works Depot.
 - Alleys 566 & 740 – mowed the alley and picked up trash.
 - 1410 Hartley Ct – cut up fallen tree and put in the Right of Way for a clam pick up.
 - City Wide – cleaned debris from the grates and hauled off.
 - 300 Cloverleaf Blvd – filled in hole between the drainage box and the sidewalk.
 - Goodrich Dr E – sprayed the weeds in the ponds with weed killer.

UTILITIES (Glenn Whitcomb, Director) thru 06/16/2013

Customer Service

June 2013	Total week ending 06/16/13
DW – Lockbox	1091
Ebox	540
Call Center Calls	0
Walk-ins/Drop Box	510
On-line Payments	323
IVR	224

Customers Disconnected for Non-Pay

June 2013	Total week ending 06/16/13
Total on Disconnect List	80
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

June 2013	Total week ending 06/16/13
Water Service	0
Meter Sets	5
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	19
Locates Received	50
Locates Completed	51
Main Leaks	2
Service Leaks	7
Sewer Repairs	2
Sewer Blockage	4
KV2 Valves	3
Service Replacements	0
Meter Change Outs	11
Service Orders	452
Disconnects	80
Drainfield Leaks	0
Meter Retirements	44

City of Deltona Residents

WASTE PRO

Caring For Our Communities

“Waste Pro
Wishes Everyone...
A Happy Fourth of July
Holiday!”

NO COLLECTION SERVICE
Provided on
4th OF JULY, 2013

Thursday, July 4th
Will be serviced on
Friday, July 5th

Your regular day of service will be moved to the following day.
Friday, July 5th will be serviced Saturday, July 6th

Visit the City of Deltona's
website at
www.deltonafl.gov

